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Hébert School of Medicine

Admission Requirements and Application Procedures

Address all admission inquiries to:

Admissions Office

F. Edward Hébert School of Medicine

Uniformed Services University of the Health Sciences

4301 Jones Bridge Road, Room A1041

Bethesda MD 20814-4799

Telephone:

Toll free: 1-800-772-1743

Commercial: (301) 295-3101

DSN: 295-3101

<http://www.usuhs.mil>

E-mail: admissions@usuhs.mil

The School of Medicine subscribes fully to the policy of equal educational opportunity. There are no quotas by race, sex, religion, marital status, national origin, socioeconomic background, or state of residence. There are no congressional quotas or appointments.

All applicants are judged on personal merit in terms of demonstrated aptitude, potential, and motivation for the study and practice of military medicine. Only the best qualified, most promising candidates are selected.

Both civilian and uniformed services personnel are eligible for admission. The term “uniformed services personnel” means individuals who are currently on (or on orders for) active duty for a period of 90 days or more in any of the seven components making up the uniformed services: Army, Navy, Air Force, Marine Corps, Coast Guard, Commissioned Corps of the Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration.

Individuals engaged in programs of study sponsored by the armed forces must have approval from their military departments or sponsoring components before applying. This includes those in undergraduate programs of the service academies, scholarship ROTC, non-scholarship advanced ROTC, and USA Reserves.

Each military department has established regulations governing the procedures for initiating and processing requests for approval. The School of Medicine will not take final action on the application of any individual who is in service or who is in a sponsored training program until receipt of an official “Letter of Approval to Apply.”

Applicants should know the procedures involved in applying to a medical school. An excellent source for such information is Medical School Admission Requirements, published annually by the Association of American Medical Colleges (AAMC), 2501 M Street, NW, LBBY-26, Washington, D.C. 20037-1300. This handbook contains information on college academic course planning, application procedures for medical school, the medical school admissions process, and medical school requirements.

Requirements for Admission

General Requirements

Applicants to the School of Medicine must:

- Be citizens of the United States.
- Be at least 18 years old at the time of matriculation, but no older than 30 as of June 30th in the year of admission (civilians and enlisted personnel). Applicants older than 30 years of age may apply to the School of Medicine. If they are recommended for a position by the Admissions Committee and approved by the Dean, an age waiver will be requested

from the Office of the Secretary of Defense (Health Affairs), prior to extending an offer.

- Meet the requirements for holding a commission in the uniformed services (see Appendix A).
- Be of sound moral character.
- Be motivated for a medical career in the uniformed services.
- Meet the academic, intellectual, and personal qualifications of the School.

The age limits for entrance parallel those governing appointment in the Regular medical corps of the armed forces (Section 532, Title 10, United States Code). However, the age of any student who has served on active duty as a commissioned officer in the uniformed services may exceed the age limit by a period equal to the time served on active duty, provided the student is no older than 35 as of June 30th in the year of admission.

Academic Requirements

Military medicine needs individuals with a variety of interests and talents; thus, the School welcomes applications from individuals with diverse educational backgrounds.

Intellectual maturity, however, is an important consideration in admissions decisions. Applicants should be well-informed, knowledgeable individuals who have demonstrated competence in scholastic pursuits. They should be adept in organizing, analyzing, and synthesizing factual information. Mathematical ability and a background in the sciences—natural, physical, and social—are expected.

Prior to matriculation, applicants must have:

- Attained a baccalaureate degree as of June 15th of the year of planned matriculation from an accredited academic institution in the United States, Canada, or Puerto Rico.

An accredited institution is any college, university, or institution that is accredited by an accrediting agency or association recognized for such purpose by the U.S. Commissioner of Education. Included within this definition are those institutions which are in the process of seeking accreditation and currently have provisional or conditional accreditation, or candidacy status for accreditation, based solely on the newness of the institution.

- Completed the following academic course work:
 - One academic year of General or Inorganic Chemistry including Laboratory
 - One academic year of Organic Chemistry including Laboratory

- One semester of Calculus (Precalculus or Computer Science courses are not acceptable.)
- One academic year of General Physics including Laboratory (Courses in Astronomy are not acceptable.)
- One academic year of Biology including Laboratory (Botany courses are not acceptable.)
- One academic year of college English (Introductory courses in Composition or Literature are acceptable.)

An academic year of course work consists of studies extending over a 2-semester or 3-quarter period, carrying total credit of between 8 semester or 12 quarter hours.

Persons who have not taken all required courses or who are not in the process of completing the last 8 semester hours (or 12 quarter hours) of these courses at the time of application will be ineligible for admission.

Applicants must take all prerequisites under a letter grade system. Grades of D or D+ are unacceptable and will not satisfy the minimum requirements. College Level Examination Program (CLEP) and Advanced Placement Program (AP) credits cannot be used to fulfill the prerequisites.

Applicants are encouraged to take college courses in the humanities and social sciences. Courses in history, philosophy, literature, political science, psychology, economics, sociology, and foreign languages are relevant and valuable, and the School believes they enhance a student's preparation for undertaking medical studies.

Also, applicants are strongly encouraged by the Admissions Committee to pursue some form of clinical work, e.g., emergency room, EMT, shadowing a physician. During the application process, a letter of recommendation will be requested to be provided from a supervisor of clinical work. Applicants are seldom accepted without clinical experience.

The quality of an applicant's work at the preprofessional level is of major interest to the School and is important in admissions decisions. Although grades are not the only criterion used in making decisions, college achievements are scrutinized very carefully since academic performance reflects achievement potential, interest, motivation, and self-discipline.

While extracurricular activities, community service, employment, graduate study, military service, and personal accomplishments are considered in evaluating the applicant as a total individual, these factors cannot substitute entirely for a poor academic undergraduate record.

Test Requirements

Applicants to the School must take the Medical College Admission Test (MCAT), a national standardized examination designed to measure general and specific aptitude for medical studies. Applicants must provide scores from tests that have been taken within 3 years of desired matriculation.

Applicants must make their own arrangements for taking the MCAT. Administered by the American College Testing Program (ACTP), the test can be taken at any university testing center or at key military educational centers abroad.

A registration packet containing an announcement, registration card, and other information concerning application for the test (including examination dates, testing locations, sample questions, score reports, and deadlines) is prepared annually.

This packet is usually available at college premedical advisors' offices, military education centers, and major university testing bureaus or may be obtained by contacting the ACTP in writing or by phone at the following:

MCAT Program Office

P.O. Box 4056

Iowa City, IA 52243

(319) 337-1357

Applicants should not send personal MCAT score reports to the School. Arrangements should be made to have the ACTP furnish official reports. The ACTP designator code for the USUHS is 821. The August MCAT is the latest one the Admissions Committee will consider for students applying to enter the School of Medicine the following summer. Applicants cannot take the MCAT and enter the School in the same year.

Profile of the Entering 2000 Class (Class of 2004)

Entrance to the Hébert School of Medicine is on a competitive basis. For the class that entered in 2000, 2,021 applicants competed for the 167 places. Of those applicants, 495 were interviewed.

Those accepted to the class had a mean college grade point average of 3.51 and a mean science GPA of 3.49. Their mean score on the Medical College Admission Test was 10 in each of the three subtests, averaging an overall score of 30. The applicant-to-position ratio was 12 to 1, and the acceptance rate was 60 percent.

All of the entrants had received baccalaureate degrees and eleven hold master's degrees. Biology was the most-represented undergraduate major of the matriculants (34 percent), followed by chemistry (8 percent), and 9 percent in psychology. Other majors for class members were: math, geology, history, physics, anthropology, microbiology, and physiology.

Forty-three percent of the entrants had no previous military experience. The fifty-seven percent of entrants who had been associated with the military included active duty officer and enlisted service members, prior officer and enlisted service members, service academy graduates, and graduates of ROTC programs.

Women accounted for 22 percent of the class. Thirty-six members of the entering class were from minority groups, including ten from groups classified as underrepresented in U.S. medicine.

Application Procedures

Initial Procedures

The School of Medicine participates in the American Medical College Application Service (AMCAS), a non-profit organization founded to provide a centralized processing service for applicants to United States medical schools. Accordingly, applicants to the School must apply through AMCAS using the standard AMCAS application form. For the 2002 First-Year Class, AMCAS will convert to an electronic application and will no longer be accepting "paper" applications. Application information can be obtained from AMCAS at the following address or Website:

AMCAS

2501 M Street, NW, LBBY-26

Washington, D.C. 20037-1300

(202) 828-0600

<http://www.aamc.org>

An individual with a current application on file with AMCAS need not complete another application to apply to the School of Medicine, but need only submit a new School Designation Form and appropriate fee to AMCAS to have the original application materials forwarded to the School.

An applicant must not send application materials directly to the School of Medicine unless specifically requested to do so by the USUHS Admissions Committee since such materials will be returned for proper routing. The designation code assigned by AMCAS to the School of Medicine is 821.

The earliest date for submitting an AMCAS application for admission to the School of Medicine's first-year class is June 1. The deadline for having all required credentials into AMCAS is November 1. This is a receipt date, not a postmark date. **The cutoff is firm;** therefore, applicants should submit materials well in advance of the deadline. The School of Medicine does not grant deadline extensions due to our early matriculation date. Because the USUHS has a rolling admissions procedure in which the Admissions Committee begins processing applications as soon as they are received, **it is advisable for an applicant to apply during the summer months**, even if taking the August MCAT.

As soon as AMCAS receives an individual's application materials, the data reported will be verified for completeness and accuracy. If there are no irregularities, AMCAS will forward the candidate's application to the School of Medicine and notify the applicant when this referral is accomplished.

When an individual's basic application materials have been received from AMCAS, the School's Admissions Office will send supplementary application materials to the applicant, if eligible. Supplemental credentials include a personal statement, a premedical composite (or three letters of recommendation), and a passport-type photograph measuring approximately two inches by two inches .

The Admissions Committee requires a premedical committee letter. If an applicant is unable to provide one, a letter should be sent, with secondary materials, stating the reason. Three individual recommendations are required from academia if a premedical committee letter is not sent. Letters from an applicant's relative, regardless of that relative's profession or status in life cannot satisfy the reference requirement. Also, it is required that an applicant has a letter of recommendation from a clinical supervisor. If an applicant is unable to provide one, a letter of explanation should be sent with the applicant's secondary materials.

While the School of Medicine provides forms for letters of reference, it is not necessary to use them. They are furnished for the convenience of the applicants and the persons who write those letters on their behalf.

Writers of recommendations should provide in-depth information on the character, personality, and attributes of the candidate and elaborate on any relevant major events and/or achievements. The School of Medicine asks for substantive letters because recommendations are extremely important in the selection process. Recommendations should be sent directly to the F. Edward Hébert School of Medicine, USUHS Admissions Office, Room A1041, 4301 Jones Bridge Road, Bethesda, MD 20814-4799.

Applicants are responsible for requesting required letters of reference and supporting secondary credentials. Applicants who fail to submit these materials by the deadline will not be considered. All application materials submitted to the School of Medicine become the property of the University and will not be returned.

Once all supplemental application materials are in order, the Admissions Committee reviews the individual's file. Applicants who merit further consideration on the basis of academic, intellectual, and personal qualifications will be invited for a personal interview. Those not selected for an interview will be notified as soon as a decision is made.

Personal Interviews

Those candidates selected for an interview will be notified in writing. The Admissions Office schedules all appointments. Only those specifically invited will be scheduled for an interview. Physical examinations will be given by the services when applicants are invited to interview.

All interviews are conducted at the University, which is located in Bethesda, Maryland. Those accepting the invitation spend a day at the School and are interviewed by two School representatives. Interviewers evaluate each applicant's motivation and potential as a future military physician by observing the candidate's maturity, stability, personality, and other pertinent qualities.

During Interview Day, applicants are briefed by the Associate Dean for Student Affairs, Assistant Dean for Admissions and Academic Records, Assistant Dean for Clinical Sciences, the Commandant, Vice President for Recruitment and Diversity Affairs, and campus representatives of the uniformed services. Applicants are given a tour of the campus by USUHS students and, if they choose, can stay at a student's home the night before Interview Day.

Final Screening and Requirements

When interviews are completed, the USUHS Admissions Committee will review the file and act on the application. Final decisions are based on the collective evaluations of members of the committee. Possible actions are (1) conditional acceptance, (2) designation as an alternate, or (3) rejection.

Applicants conditionally accepted or designated as alternates receive written notification of their status as soon as the Admissions Committee makes its decisions. Applicants not selected are also advised of the committee's decision. The School of Medicine does not participate in the Association of American Medical College's (AAMC) Uniform Acceptance Dates Program or in the AAMC Early Decision Plan.

Applicants offered a conditional acceptance have 2 weeks to acknowledge their intent to enroll. This must be done in writing, and applicants failing to meet the

deadline automatically forfeit their place in the class. No deposit is required to hold a class space.

Those selected as alternates may be offered conditional acceptances any time prior to the start of classes whenever a vacancy arises. Enrollment procedures in such cases will be explained in the “Letter of Conditional Acceptance.”

Service Assignments

Conditional acceptance letters specify the branch of service (Army, Navy, or Air Force) in which the conditional selectee has been nominated to serve. The particular component assigned will depend on the preferences indicated by applicants on their Service Preference Statements, which are filled out on Interview Day, and also on the projected needs of the services.

The individual can either accept appointment in the branch stipulated or decline the offer to matriculate. The School cannot guarantee that nominations will be compatible with the applicants’ preferences but will make every effort to accommodate their choices. Applicants on active duty will be tendered a position in the service in which they are currently serving unless they have requested a service branch transfer. If this is desired, the request should be included in the Letter of Approval to Apply. Service Academy and ROTC students will be commissioned in the service in which they have been commissioned.

Service Preference Statements have no bearing on admissions decisions. Applicants compete for places in the class rather than for specific service assignments. The decision to nominate an individual for a given service component is purely administrative and is not a factor in selection to the School. The matter of making nominations is based on the preferences of the total selected population, students’ backgrounds and desires, and the service quotas established by the Secretary of Defense.

Physical Examinations

As soon as individuals accept interview invitations, they are referred to the appropriate uniformed service for physical examinations and are required to complete the necessary paperwork for background investigations. (See Appendix A.)

Physical examinations for potential entrants are performed without charge at the medical facility closest to their places of residence. The cost of travel to and from the examination site is each applicant’s responsibility and is not reimbursable by the Government or the School of Medicine.

Individuals that have a conditional acceptance who pass both the physical and the security check receive unconditional (final) acceptance to the School of Medicine. Individuals not meeting commissioning standards are ineligible to matriculate.

Applicants offered unconditional acceptances must maintain an acceptable level of performance in pending academic work. Those who fail to achieve an acceptable level of performance or who fail to complete baccalaureate degree requirements by June 15 will be denied admission and, if already enrolled, will be considered for disenrollment.



REAPPLICATION

Any applicant who reapplies in a subsequent year will be evaluated and reviewed along with the entire applicant pool for that particular cycle of application and admission. Reapplicants are advised to enhance their competitive status by demonstrating to the Admissions Committee continued scholarly activity and clinical motivation. This may include any or all of the following: participating in additional academic course work, repeating MCATs, expanding clinical exposure, improving communication or interview skills, and obtaining additional contemporary letters of recommendation. Simple resubmission of the identical previous application is unlikely to make one competitive in a new application cycle.

Advanced Standing and Transfer

The School of Medicine admits students only to the first-year class and does not have an advanced standing program.

M.D./Ph.D. PROGRAM

The MD/PhD Program at the USU was established to facilitate the education of superior, dedicated military officers in clinical medicine and biomedical research in the basic sciences. This program combines outstanding clinical training, a rigorous basic science graduate program, and special, integrated MD/PhD activities that qualify students for careers in academic medicine, biomedical and clinical research, as well as clinical practice. The decision to enter the program is formidable and requires the student to dedicate 7–8 years to complete this challenging combination of medical and scientific training. Entering students must also demonstrate a high level of preparedness and outstanding academic credentials. Motivation and commitment to the goals of the program are equally important attributes.

The curriculum consists of three major phases: a basic medical science phase, a graduate program phase, and a clinical science phase. The first 2 years will consist of the core basic sciences of the medical school curriculum, courses related to clinical medicine, and meetings designed to facilitate interactions with other students in the program and potential faculty advisors. After successful completion of Step 1 of the USMLE, the student begins 3–4 years of basic research combined with graduate school courses which includes successful passage of a PhD qualifying examination. After preparation and successful defense of the PhD dissertation research, these students begin their clinical phase that consists of 2 years of required and elective clinical rotations.

USU medical students may apply to the MD/PhD Program from the end of their first year of medical school until the beginning of the second semester of their second year. This stipulation allows the parent Service to evaluate the student's suitability for such a program and to respond in a timely manner for the student to complete the program in the designated number of years. Selection of a degree-granting department must occur at the time of acceptance into the program. Academic support and assistance is provided by the MD/PhD Advisory Committee, which consists of the Assistant Dean for Clinical Sciences, as well as graduate program directors. This Committee also serves as the Admissions Committee.